**Lesson Plan**

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| **Teacher Intern:** Randy J. Williams | | | **Dates of Lesson Plan:** Monday | |
| **Grade Level:** 10th and 11th | **Subject:** Employability Skills | **Unit:** Chapter 4: Resumes | | **Class Period:** 3rd and 4th |
| **Competencies from MS Framework:** Unit 9, Competency 1 | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. Introduction 2. Anticipatory Set 3. YouTube Video on 4. “Writing Your Resume” 5. **State** today’s objectives | 1. Youtube Video   <http://www.youtube.com/watch?v=KbZ5_ar4Dj0>   1. Resumes |  |
| 1. Understand the parts of a resume: Given a crossword puzzle, the student will define resume terms with 100% accuracy | 1. Body 2. **Give** students a vocabulary crossword puzzle. 3. **Define** the vocabulary words on the overhead. 4. **Instruct** student’s to write down vocabulary words in their notebook. 5. **Show** solution to the crossword puzzle. | 1. Crossword Puzzle 2. Vocabulary Words 3. Blank sheet of paper 4. Overhead projector | 1. Observation 2. Participation |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. Given a sample resume and a PowerPoint presentation, the student will identify resume parts and write a resume with 100% accuracy. | 1. Body 2. **Discuss** PowerPoint slides. 3. **Guide** students through Sample Resume. 4. **Direct** students to generate their own resume. 5. **Demonstrate** how to do generate your own resume. | 1. PowerPoint slides 2. Chapter 4 in “Working” book – pages 49-52 3. Checkpoint – page 51 4. Components – page 50 5. Overhead Projector | 1. Sample Resume 2. Observation 3. Participation 4. Guided Practice 5. *Check for Understanding* in the PowerPoint slides |
|  | 1. Closing 2. **Review** vocabulary words and parts. 3. **Give** chapter 4 quiz to be turned in before the students leave. 4. **Preview** tomorrow’s lesson | Chapter 4 Quiz | Chapter 4 Quiz |
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**Lesson Plan**

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| **Teacher Intern:** Randy J. Williams | | | **Dates of Lesson Plan:** Wednesday | |
| **Grade Level:** 10th and 11th | **Subject:** Employability Skills | **Unit:** Chapter 5.1: Before the Interview | | **Class Period:** 3rd and 4th |
| **Competencies from MS Framework:** Unit 9, Competency 1 | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. Introduction 2. Anticipatory Set 3. YouTube Video on  “Job Interview Bootcamp - Preparing For The Interview”  1. State today’s objectives    1. Explain the purpose of a job interview | 1. Youtube Video   <http://www.youtube.com/watch?v=mePZHBaKmJo>   1. Preparing of the Interview |  |
| 1. Given a crossword puzzle, the student will **define** interview preparation terms with 100% accuracy | 1. Body 2. **Give** students a vocabulary crossword puzzle. 3. **Define** the vocabulary words on the overhead. 4. **Instruct** student’s to write down vocabulary words in their notebook. 5. **Show** solution to the crossword puzzle. | 1. Crossword Puzzle 2. Vocabulary Words 3. Blank sheet of paper 4. Overhead projector | 1. Observation 2. Participation |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. The student will name and describe the five things to do in preparation for a job interview. | 1. Body 2. **Discuss** PowerPoint slides. 3. **Guide** students through Think Critically quesitons. 4. **Direct** students to write a paragraph, describing how to prepare for a job interview . 5. **Demonstrate** how to prepare for a job interview by practicing interview skills. | 1. PowerPoint slides 5-1 2. Chapter 5.1 in “Working” book – pages 64-66 3. Checkpoint – page 66 4. Overhead Projector | 1. Observation 2. Participation 3. Guided Practice 4. *Check for Understanding* in the PowerPoint slides |
|  | 1. Closing 2. **Review** vocabulary words and parts. 3. **Give** chapter 5.1 quiz to be turned in before the students leave. 4. **Preview** tomorrow’s lesson | Chapter 5.1 Quiz | Chapter 5.1 Quiz |
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**Lesson Plan**

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| **Teacher Intern:** Randy J. Williams | | | **Dates of Lesson Plan:** Friday | |
| **Grade Level:** 10th and 11th | **Subject:** Employability Skills | **Unit:** Chapter 5.2: During the Interview | | **Class Period:** 3rd and 4th |
| **Competencies from MS Framework:** Unit 9, Competency 1 | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. Introduction 2. Anticipatory Set 3. YouTube Video on  “Job Interview Tips - During The Interview”  1. State today’s objectives    1. Describe last-minute preparations | 1. Youtube Video   <http://www.youtube.com/watch?v=98Hxtvycdsg>   1. During the Interview |  |
| 1. Given a crossword puzzle, the student will **define** during interview terms with 100% accuracy | 1. Body 2. **Give** students a vocabulary crossword puzzle. 3. **Define** the vocabulary words on the overhead. 4. **Instruct** student’s to write down vocabulary words in their notebook. 5. **Show** solution to the crossword puzzle. | 1. Crossword Puzzle 2. Vocabulary Words 3. Blank sheet of paper 4. Overhead projector | 1. Observation 2. Participation |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. The student will summarize how you should act during a job interview. | 1. Body 2. **Discuss** PowerPoint slides. 3. **Guide** students through Think Critically quesitons. 4. **Direct** students to write a paragraph, describing how you should act during a job interview . 5. **Demonstrate** how to act during an interview in a mock interview with the teacher. | 1. PowerPoint slides 5-2 2. Chapter 5.2 in “Working” book – pages 67-70 3. Checkpoint – page 69 4. Overhead Projector | 1. Observation 2. Participation 3. Guided Practice 4. *Check for Understanding* in the PowerPoint slides |
|  | 1. Closing 2. **Review** vocabulary word. 3. **Give** chapter 5.2 quiz to be turned in before the students leave. 4. **Preview** tomorrow’s lesson | Chapter 5.2 Quiz | Chapter 5.2 Quiz |
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**Lesson Plan**

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| **Teacher Intern:** Randy J. Williams | | | **Dates of Lesson Plan:** Monday | |
| **Grade Level:** 10th and 11th | **Subject:** Employability Skills | **Unit:** Chapter 5.3: After the Interview | | **Class Period:** 3rd and 4th |
| **Competencies from MS Framework:** Unit 9, Competency 1 | | | | |

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| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
|  | 1. Introduction 2. Anticipatory Set 3. YouTube Video on  “Interview Tips – What to do After the Interview”  1. State today’s objectives    1. Name and describe the two things to do after an interview. | 1. Youtube Video   <http://www.youtube.com/watch?v=dct7MR1s6ug>   1. After the Interview |  |
| 1. Given a crossword puzzle, the student will **define** during interview terms with 100% accuracy | 1. Body 2. **Give** students a vocabulary crossword puzzle. 3. **Define** the vocabulary words on the overhead. 4. **Instruct** student’s to write down vocabulary words in their notebook. 5. **Show** solution to the crossword puzzle. | 1. Crossword Puzzle 2. Vocabulary Words 3. Blank sheet of paper 4. Overhead projector | 1. Observation 2. Participation |
| **Objectives** | **Procedures** | **Materials and Media** | **Assessment** |
| 1. The student will discuss how to respond to a job offer. | 1. Body 2. **Discuss** PowerPoint slides. 3. **Guide** students through Think Critically questions. 4. **Direct** students to write a paragraph, discussing how to respond to a job offer. 5. **Demonstrate** how to respond to a job offer by creating a follow-up letter. | 1. PowerPoint slides 5-3 2. Chapter 5.3 in “Working” book – pages 71-73 3. Checkpoint – page 72 4. Overhead Projector | 1. Observation 2. Participation 3. Guided Practice 4. *Check for Understanding* in the PowerPoint slides |
|  | 1. Closing 2. **Review** vocabulary word. 3. **Give** chapter 5.3 quiz to be turned in before the students leave. 4. **Preview** tomorrow’s lesson | Chapter 5.3 Quiz | Chapter 5.3 Quiz |
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